



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

March 1, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-50

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: OSUP Policy on Recoupment of Overpaid Wages

Due to system requirements, the following OSUP policy is being issued. **Agencies may no longer accept personal checks from active employees to recoup overpaid wages.** (This policy does not cover buy back of annual leave. OSUP will forward a separate policy/memo on this issue.)

The ISIS HR system is set up to automatically recoup overpayments based on changes to time entry and/or master data. If an employee has been overpaid, agencies should first contact the employee prior to making the change to advise them that these funds will be recouped in the employee's next pay check unless other arrangements are made. Payment plans can be negotiated with the employee to avoid the lump sum overpayment being recouped from one pay check as long as the recoupment is made within a 12 month period. If a payment plan is set up, follow On-Line Help, Recoupment System – Overpaid Wages for instructions on setting up the payment plan information. Exceptions to this policy must be approved by OSUP.

In the event that a terminated employee or an employee who is transferring to another agency has wages to be recouped, agencies must contact the ISIS HR Help Desk at (225) 342-2677 for assistance with the Overpaid Employee Repays via Check/Money Order system task. For approval of exceptions to the policy and for questions, contact a member of the OSUP Wage and Tax Administration Unit at (225):

Rhonda Desselle	342-8928	Rachel Bryant	342-1651
Dorothy Piazza	342-1652	Lawanna Green	342-0714

JWC/RLD/kmb